

**TECHNICAL SUPPORT AND SERVICES CONTRACT**

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Quarterly Report

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Submitted to:

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## EXECUTIVE SUMMARY

The TSSC is comprised of three principal Teams: Technical, Operations, and Internal Support. TSSC staff are located in Washington DC, Bangkok, Delhi, Jakarta, Manila and Hanoi. Activity highlights for each of these Teams follows.

### **The Technical Team**

The Technical Team supports program implementation activity in all US-AEP countries, with a principal focus on urban and industrial programs. Within these sectors, the Technical Team supports the implementation of policy and technology cooperation activities. In addition, the Team oversees the administration of TSSC grants and Short-Term Technical Assistance.

#### Urban Sector

##### *Improved Municipal Environmental Management*

Throughout this quarter, the TSSC represented US-AEP in preparing for the Mayors' Asia-Pacific Environmental Summit (MAPES), held in Honolulu on September 22 – 24. In addition, two workshops were held in India to provide training in modernizing solid waste management to city officials working at different levels within municipalities or municipal corporations.

##### *Improved Air Quality*

The Team planned and coordinated several activities focused on clean air initiatives in Asia. These included a study tour for Indonesian air quality professionals to India to learn about air pollution mitigation; a study tour for Sri Lankan stakeholders to Bangkok to look at ways of improving air quality, with a special focus on vehicle inspection and maintenance programs; researching appropriate documents from US state programs relating to vehicle emissions testing; supporting the program to develop diesel pollution reduction strategies in Bangkok; coordinating a STTA to Vietnam to analyze vehicle emissions in urban areas and provide recommendations for future US-AEP programming.

##### *More Effective Solid Waste Management*

In the Philippines, the Team launched a Building Design Manual for Ecological Solid Waste Management (EWSM) and developed a follow up pilot test. In Thailand, several meetings were held with the World Bank to clarify the results of a Municipal Solid Waste Benchmarking Study.

##### *Improved Water Management*

The Team engaged in a variety of activities across the region in support of water management improvement, including providing logistical support to USAID and the Alliance to Save Energy (ASE) during a scoping visit to the Philippines; finalizing activities for the second phase of the Tha Chin River Basin Restoration Project in Thailand; and providing support in preparation for SEAWUN and CATSPAW training in Vietnam.

#### Industry Sector

##### *Promotion of Eco-Industrial Development (EID)*

The Team engaged in a variety of activities across the region in support of EID, including coordinating and supporting a study tour from Vietnam to study experiences in implementing EID in Thailand; providing technical input into a draft 'Environmental Protection Plan and Regulations' in Vietnam; supporting the Centre for Environmental Education in India to develop

proposals for by-product/waste exchange at EIDs; and processing a grant to the Centre for Resource Education in India to promote and strengthen institutional mechanisms to facilitate the transition of the principles and practices of EID.

#### *Improved Corporate Environmental Management*

In India, the Team supported the implementation of a TSSC grant to reduce water consumption at a Sago Factory. In the Philippines, the Team provided a resource person to two 'Greening the Supply Chain' training programs; held a series of meetings to incorporate US-AEP expertise in the Philippines Environment Partnership Program launched by the DENR; worked with the Development Bank of the Philippines in preparing a study tour to the US; helped plan a Toxic and Hazardous Waste Management Certificate program; and met with DENR representatives to help develop a Chemical Emergency Response program. In Thailand, the Team pushed forward the 'Greening the Supply Chain' project, which will be implemented by the Thailand Environment Institute. In Vietnam, the Team took the lead in implementing and managing the Responsible Care in the Chemical Industry initiative; assisted in the preparation of a study tour to Thailand on this issue; supported the technical mission on Responsible Care by Conchita Silva; and supported a team from USEPA to provide a 5-day Toxic Hazardous Waste Management training workshop in Hanoi.

#### *Improved Corporate Environmental Reporting*

The Team worked with organizations in India to develop plans for a series of workshops on the Global Reporting Initiative.

#### Policy, Trade, and International Cooperation Sector

Implementation of the first group of activities approved under the ASEAN Cooperation Plan continued during this quarter.

#### Technology Cooperation Sector

Technology Cooperation Sector meetings were held to discuss potential and ongoing technology cooperation in several areas, particularly in India. Meetings were also held to develop potential and ongoing partnerships.

### **The Operations Team**

#### The Communications Team

The Team presented the proposed FY04 Communications Strategy at the TSSC Regional Meeting in Bangkok. The Team also prepared a one-page brief describing US-AEP to a general audience; developed and distributed the third and fourth issues of the UPDATE; prepared editorial and other guidelines; continued to update the website; and prepared press releases and display material for MAPES.

#### The Partner and Field Support Team

Development of the Bangkok office continued and the new TSSC office in Vietnam was opened. Members of the Team attended the US-AEP/USAID semi-annual meeting in Washington and the TSSC regional meeting in Bangkok.

**The Internal Support Team**

The work of the Internal Support Team (Finance and Administration) focused on behind the scenes support of TSSC operations, including systems management, grants management, invoicing and related financial operations, and various administrative activities.

## KEY QUARTERLY ACTIVITIES

(Note: Suzanne Billharz, US-AEP Country Manager for Indonesia continues to be funded under TSSC. For information on US-AEP/Indonesia activities please refer to the US-AEP monthly reports that Suzanne and Jim Woodcock submit directly to USAID.)

## THE TECHICAL TEAM

### Urban Sector

#### Improved Municipal Environmental Management

##### India

##### *Workshops on Solid Waste Management by City Manager's Association – Gujarat*

Two of the five workshops planned were held during this quarter, one in Rajkot (Gujarat) and the other in Darjeeling (West Bengal). The objective of these workshops is to provide training in modernizing solid waste management to Mayors/Presidents, Municipal Commissioners, Health Officers and Sanitary Inspectors working at different levels within municipalities or municipal corporations. The workshop in Gujarat included participants from 24 cities. The one in Darjeeling was city specific, but included participants from adjoining cities. The workshops include the identification of problems in present practices, the provisions of MSW Rules 2000 and Supreme Court Committee recommendations and ways to implement them, drawing up cost estimates and looking at areas for public-private participation.

##### Regional

##### *Mayors' Asia-Pacific Environmental Summit (MAPES)*

Over the full period of this quarter, the TSSC represented US-AEP in preparing for MAPES, which was held in Honolulu on September 22 – 24. The Technical Team, led by Jeff Bowyer, identified speakers and helped refine the presentations for the Urban Air Quality Management Track. In this effort, he coordinated closely with the Clean Air Initiative for Asian Cities (CAI-Asia), which was a partner in planning and facilitating the Track. To a lesser extent, he also provided input to the ADB and the Global Environment Technology Foundation, which were in charge of the Water/Wastewater Track and the Solid Waste Management Track respectively. Jeff also interacted regularly with the US-AEP Country Managers and with the planners in Honolulu about the speakers and participants.

In addition, four members of the TSSC attended MAPES – Jeff Bowyer, Elaine Blatt, John Wildgrube and Saengroaj Srisawaskraisorn. As Track Manager of the Urban Air Quality Management Track, Jeff oversaw the sessions in that Track and also represented US-AEP/TSSC as the lead technical coordinator for the event. John provided general support for the event (i.e. provided computer support, set up the US-AEP display, copied materials). Saengroaj accompanied the Thailand delegation to the event and assisted them with finalizing their commitments. As the TSSC Chief of Party, Elaine provided a Senior-level presence.

## Improved Air Quality

### India

#### *Indonesia-India Study Tour*

The TSSC supported a visit by 11 Indonesian air quality professionals to New Delhi and Agra from July 6 – 11 to exchange information and experience in dealing with air pollution in general and in CNG and LPG retrofits in particular. The team consisted of members of the Mitra Emisi Bersih (Partnership for Clean Air), Ministry of Environment, Ministry of Transport/Communication, Ministry of Energy and Mineral Resources, and the City of Jakarta Environment Department. Their meetings with the key drivers and implementers of the Delhi CNG program enabled the Indonesian team to strengthen two separate plans for developing CNG legislation at the national level and a bus rapid transit system at the provincial level in the City of Jakarta. The meetings also established relationships among counterpart organizations. The Partnership for Clean Air (MEB) signed a Memorandum of Understanding with the Society for Automotive Fitness and Environment (SAFE) to share information, facilities, communication among members and to assist each other in clean air efforts. The efforts and support of the TSSC were much appreciated by the USAID Country Managers of both India and Indonesia.

The TSSC, US-AEP/New Delhi and the Indonesian delegation participated in the International Conference and Exposition on Inspection and Certification of In-Use Vehicles from July 9 – 11. The conference was jointly organized by SIAM, USAID, and the Ministry of Road Transport & Highways (MoRTH). The Conference was also attended by a delegation from Sri Lanka. The TSSC coordinated their visit to Delhi and Agra.

### Philippines

#### *Partnership for Clean Air (PCA)*

The TSSC met with PCA to discuss plans for a mass media campaign to publicize the health effects of air pollution, including emissions from tricycles. Some of PCA's existing high quality TV and radio announcements will be used in the campaign and additional radio spots will be produced. The Environmental Broadcasters Circle will also participate in developing and implementing the campaign.

#### *Tricycle Emissions*

The TSSC continued developing plans for a clean tricycle program, including a study tour to Bangkok (organized with USAID and Academy for Educational Development) and developed plans to work with targeted LGUs to create model programs. The TSSC met with Mayor Jane Ortega, who developed a successful program in San Fernando to convert 2-stroke to 4-stroke tricycles.

#### *CAA Workshop*

The TSSC attended this workshop in July to assess progress towards implementation of the Clean Air Act and to consider issues and gaps that need to be addressed.

## Sri Lanka

### *Vehicle Emissions/Air Quality Assistance*

Sri Lanka has pursued a step-by-step approach to developing all the components of a vehicle emissions testing program to prevent further deterioration of air in metropolitan areas. Keri Luly continued to research and find electronic documents from US state programs for Sri Lanka to adjust and adopt. The State of Arizona had previously provided an electronic copy of their Request for Proposals (RFP) for contractors to bid to set up vehicle emissions testing stations, which was used in Sri Lanka. The TSSC has now located electronic versions of an agreement between a state agency and a contractor to operate a vehicle emissions testing station and an RFP for connecting the violations of vehicle emissions tests to the license plates/ownership of the polluting vehicles.

A 14-person delegation of traffic police, air quality specialists, a public health expert, scientists, private bus owners and a journalist participated in a week-long study trip to Bangkok in September. Led by US-AEP/Sri Lanka Country Manager Ananda Mallawatantri, the group met with the Thailand Pollution Control Department air quality Deputy Director-General and experts and learned from them how Thailand improved air quality in Bangkok through different strategies, including policy reform, effective monitoring systems, stepped-up emissions standards and inspection, and fuel quality adulteration.

The group also participated in several site visits including a roadside air quality monitoring station, a private emissions inspection garage, an emission testing lab, a roadside inspection site, the area traffic control system, and the vapor recovery unit. TSSC staff Saengroaj Srisawaskraisorn planned the program, contacted Thai agencies, and accompanied the delegation to the meetings. TSSC staff Pannin Laptaweessath and Lucy Howen also provided logistical support and attended the meetings with the delegation.

## Thailand

### *Diesel Pollution Reduction Strategies in Bangkok*

Through short-term technical assistance resources, the TSSC continued to provide a coordinator, Ekboodin Winijkul, for Diesel Reduction Strategies in Bangkok, an initiative led by the Pollution Control Department and supported by the World Bank and US-AEP. The aim is to develop a city-specific database of vehicular diesel emissions, provide analysis of policy and technical options to reduce diesel emissions, and develop action plans for implementing these options. As part of this effort, the TSSC also supported a second trip by Phil Sayeg, a high-level technical consultant providing advice on policy and transportation planning (and also supported through STTA). In addition, TSSC/Thailand coordinated closely with the PCD and World Bank on appropriate technical inputs for this initiative, and will now play a more active role in this regard.

## Vietnam

In order to assist with the development of a strategic plan for promoting cleaner air in Vietnam, the TSSC supported a one week technical visit by consultant Mike Walsh, with the objectives of analyzing vehicle emissions issues in urban areas of Vietnam and providing recommendations for future US-AEP programming. Phan Quynh Nhu, TSSC Clean Cities Coordinator, organized reference materials and a series of 13 meetings with government agencies and companies in Hanoi and Ho Chi Minh City. Meetings included US-AEP staff and relevant government, corporate and university representatives, including the Departments of Transport and Public Works in Hanoi and Ho Chi Minh City, the Vietnam Standard's Center (STAMEQ), Vietnam



Petroleum, Hanoi police, the World Bank, and several departments involved with air quality monitoring. Mr. Walsh recommended reducing the levels of benzene and sulfur in fuels; introducing European vehicle emissions standards; privatizing and upgrading the vehicle inspection and maintenance program; and creating an NGO with a specific air pollution focus which would raise public awareness regarding the hazards associated with air pollution.

In addition, the full US-AEP/Vietnam Team met with the Swiss Development Corporation (SDC) to discuss various areas of possible cooperation. One of these included support for clean air, as SDC indicated they have a planned upcoming project on this. Details of the SDC proposed activities will be shared in the near future with US-AEP.

## **More Effective Solid Waste Management**

### Philippines

#### *Building Design Manual for Ecological Solid Waste Management (EWSM)*

Working with local partners, the Solid Waste Association of the Philippines (SWAPP), Ayala Foundation Inc. (AFI), and United Architects of the Philippines (UAP-MCC), the TSSC organized a launch event on August 29 for the Design Manual, including identifying participants from local governments and drafting invitation letters. The TSSC developed a follow up pilot test activity of the design principles with targeted local governments for the Work Plan.

#### *SWAPPCON and WASTECON Study Tours*

The TSSC assisted in developing SWAPP's proposal for two study tours, including identifying and finalizing lists of participants and other logistical support.

#### *Corporate Social Responsibility Week Expo*

The TSSC attended sessions of this expo sponsored by the League of Corporate Foundations, including waste segregation and recycling.

### Thailand

#### *Municipal Solid Waste Benchmarking Study*

The TSSC had a number of discussions with the World Bank to clarify solid waste benchmarking data from thirteen Thai cities, which was compiled through a TSSC grant activity with Khon Kaen University. The benchmarking activity will serve as a major source of data for the World Bank's Environmental Monitor 2003, which will focus on solid and hazardous waste management.

## **Improved Water Management**

### India

#### *Wastewater treatment using Vetiver grass*

The Team investigated the feasibility of a project proposal to employ the tropical grass, vetiver, as a low-cost technology for improving the water quality of Lake Hussain Sagar in Hyderabad. The proposal involved three different vetiver applications: as contour hedges to reduce runoff by increasing infiltration and sedimentation; in artificial wetlands to act as filters to reduce the volume of effluent carried into the lake; and on rafts in the lake to remove dissolved pollutants. In addition, the proposal suggested constructing a vetiver wetland at an anaerobic wastewater

treatment plant in Faridabad to polish the effluent from the UASB reactor and demonstrate the possibility of improving current effluent quality discharge standards. The TSSC conducted research on vetiver and constructed wetlands, interviewed a vetiver expert, met a representative of the US proposal consortium, and reported the findings to US-AEP/India.

### Philippines

#### *Alliance to Save Energy (ASE)*

The TSSC provided logistical support to USAID and ASE to organize meetings with government, local water utilities and other officials in Manila, Iloilo and Cebu during their scoping visit in August. The TSSC accompanied ASE on several visits to the Department of Science and Technology, National Hydraulic Research Center, and League of Cities of the Philippines to discuss potential partnership activities with ASE's Watergy program.

#### *Metropolitan Waterworks Sewerage System (MWSS)*

TSSC staff attended the feedback seminar on the Impact Evaluation Study on the Public Private Partnership of the MWSS that presented data to evaluate the privatization of this utility.

### Thailand

#### *Tha Chin River Basin Restoration Project (Phase II)*

Following the receipt of a Council of State Governments (CSG) grant in August 2003, US-AEP is finalizing the activities for the second phase of this project. TSSC staff Saengroaj Srisawaskraisorn and US-AEP Program Specialist Phansiri Winichagoon met with the Director of Regional Environmental Office 5, Suwan Nunthasrut, to discuss his role in coordinating work between national agencies (e.g. Ministry of Natural Resources and Environment, Pollution Control Department, and the Department of Environmental Quality Promotion) and local organizations (e.g. four provincial administrations in Tha Chin area, citizen groups, and other related organizations).

In September, Project Manager Dave Nemazie, from the University of Maryland Center for Environmental Science, visited the four provinces in Tha Chin and met with key partners (e.g. NGOs, civic groups, provincial administrations) to help finalize specific activities under this project. Concurrently, TSSC staff Saengroaj Srisawaskraisorn and Napaporn Yuberk helped facilitate training-of-trainer workshops on social marketing for PCD, DEQP and those working in the Tha Chin River Basin area.

In October 2003, a group of Tha Chin NGOs (e.g. We Love Tha Chin Clubs) and national agencies will travel to Maryland to meet with their counterparts in Chesapeake Bay and learn how they may apply some useful skills learned from the trip to their work in Tha Chin. TSSC staff Saengroaj Srisawaskraisorn will accompany the delegation and facilitate this trip.

### Regional

#### *Support for the SEAWUN and CATSPA Training*

During July 14 – 18, the TSSC assisted Jim Woodcock (US-AEP Urban Infrastructure Advisor) in discussions with the Vietnam Water Supply and Sewerage Association (VWSA). An important part of Mr. Woodcock's visit to Hanoi was to work with VWSA to further develop plans for training of water supply/wastewater treatment operators in Vietnam. Mr. Woodcock also worked with VWSA to plan a series of 3 in-country workshops for water supply operators in preparation for the regional activity: Certification and Training Support to Professional

Associations of Water (CATSPAW 2) trainings later this year. Mr. Woodcock also discussed upcoming events for the regional South East Asia Water Utilities Network (SEAWUN). Because the TSSC office will provide support for both the regional and in-country activities associated with VWSA, the TSSC Country Program Coordinator and Clean Cities Coordinator attended all meetings with Mr. Woodcock. The TSSC also provided translation services during the meetings.

## **Other Urban Activities:**

### India

#### *Eco-Housing Project*

The TSSC conducted research for Kris Easter regarding various aspects of innovative housing, environmentally-sensitive building and green urban design, providing websites for various organizations who are doing work that could complement the eco-housing project.

#### *Community Based Eco Watch Group for Darjeeling*

The Eco Watch project in Darjeeling was launched by US-AEP/Calcutta on July 21. The TSSC assisted US-AEP/Calcutta in designing and implementing this project, which aims to create a replicable model of community participation for urban environmental improvement. The Federation of Societies for Environment Protection (FOSEP) will act as the coordinator for this project, with support and advice from US-AEP. The launch was attended by participants from four municipalities, local voluntary organizations, and representatives of the tea, hotel and travel industries, educational institutions, district administration officials and media. The event was widely reported in national and local newspapers and on television.

### Thailand

#### *Net Metering Project*

The TSSC Team in Thailand helped finalize a STTA request for a team of three renewable energy specialists. The project, which will commence early next quarter, will provide technical and strategic support to Thai entrepreneurs and communities that have the interest and resources to make clean electricity. The project will also engage key divisions of Thai electric utilities to encourage competency, confidence, and transparency regarding connection of these sources to the grid.

### Vietnam

The TSSC Clean Cities Coordinator routinely provides technical assistance to the US-AEP Country Manager upon request. In the past quarter this included research on the status of PCB contaminated oil in Vietnam, potable water quality in Hanoi, and the current status of various donor projects in the environment sector in Vietnam. The TSSC Clean Cities Coordinator has established links with many key Vietnamese partners, including government, private sector and multinational organizations.

## Industry Sector

### Promotion of Eco-Industrial Development (EID)

#### India

##### *Supporting By-Product/Waste Exchange at Eco-Industrial Estates*

Under their TSSC grant, the Center for Environment Education (CEE), based in Gujarat, continues their work pertaining to industrial waste reduction and waste exchange. Recent activities include two roundtables, with over 100 participants at each.

##### *Center for Resource Education (CRE)*

As part of a TSSC grant to the Centre for Resource Education (CRE), CRE is currently preparing reports to include: an outline of the status of existing environmental management practices and institutional mechanisms that support or hinder EID; potential areas of conflict and common interest among different stakeholders; and the market potential for technology transfer and economic interventions. Other activities include: a Quarterly News Bulletin on EID; managing the EID website; producing educational material; producing training manuals in local languages; and organizing consultative workshops on the principles and practices of EID.

#### Thailand

TSSC Regional staff helped arrange and coordinate the Vietnamese study group on Eco-Industrial Development to Thailand (see below). Keri Luly and Mark Mason accompanied the delegation on their trip.

#### Vietnam

During the week of September 8 – 12, a group of 8 representatives from the Ministry of Industry (MOI), Vietnam National Textile Corporation (Vinatex), Pho Noi Industrial Zone Infrastructure Development Board, and the Dong Nai Province Department of Industry participated in an exchange to Thailand to study the Thai experiences of implementing EID over the past few years. Delegates were accompanied by TSSC/Vietnam Country Program Coordinator, Stanford Smith. In cooperation with the Industrial Estates Authority of Thailand (IEAT), and the German Development Corporation GTZ, the participants met with both government, corporate and municipality representatives to discuss issues related implementation of EID, including the history of the industrial estate concept in Thailand, industry investment, zoning, management structure of estates, environmental regulations and enforcement, community interaction, worker participation and environmental challenges. Thai counterparts included IEAT and GTZ representatives, Thailand Board of Investment, the mayor of Rayong municipality, Rayong Olefin Company, management of Maptaphut and Amata Nakhorn Industrial Estates, and the president of the Thailand Textile Association. The group also visited two industrial estates in Rayong and Chonburi provinces. Following the study tour MOI requested that US-AEP provide assistance with a second pilot EID project in Bien Hoa II industrial zone in Dong Nai province near Ho Chi Minh City.

##### *Expanding Partnerships for EID*

The TSSC Technical Team continued to provide support to the Ministry of Industry (MOI) in its efforts to apply environmental management plans at select industrial zones in Vietnam. During the quarter, the Team provided written comments to the six chapters of the draft 'Environmental

Management Plan' developed by Vinatex (Vietnam National Garment and Textile Corporation). Additionally, TSSC personnel traveled to Hanoi in September and spent several days working with Vinatex management to further improve this Environmental Plan. The Team additionally provided a technical overview to the Pho Noi industrial zone development authority on issues relating to both the overall operations of an industrial zone as well as mechanisms to ensure efficient monitoring and compliance of environmental standards throughout the industrial zone. Toward the end of the trip, the Team held a strategy session with officials from MOI and Vinatex and discussed areas for potential future US-AEP/MOI collaboration. Based on these discussions, and with previous input from US-AEP Country Manager, Nathan Sage, regarding resources available, it was decided that US-AEP would provide additional training to Vinatex and Pho Noi personnel on select environmental management issues, as well as general industrial park management and operational aspects, including tenant conflict resolution, emergency preparedness, and community relations. MOI additionally requested that US-AEP consider working with the Bien Hoa 2 industrial park in the Ho Chi Minh City area to assist them in applying leading EID practices.

The Technical Team also met with Jay Roop, an environmental specialist in Vietnam working on a World Bank project for the restructuring of three state-owned corporations, including Vinatex. Part of the environmental component of the project will involve training Vinatex companies in Environmental Management Systems (EMS). It was agreed that Mr. Roop would open up these trainings to include representatives of the management board of Pho Noi.

## **Improved Corporate Environmental Management**

### India

#### *Effective Effluent Management and Water Optimization in the Sago Industry*

As part of a TSSC grant to the Selvakumar Sago Factory to reduce water consumption, a site visit for all stakeholders was organized in July, which demonstrated the project partner's commitment to reduce water and energy use. The grantee is currently preparing an analysis of liquid and solid waste, contacting technology suppliers and developing a suitable treatment scheme for the treatment of liquid and solid waste.

### Philippines

#### *Supply Chain Management*

The 'Greening the Supply Chain' (GSC) grant provided to the Philippine Business for Social Progress (PBSP) through the Asia Foundation provides for a transfer of knowledge and implementation of the GSC program from US-AEP to PBSP. The TSSC provided a resource person for two GSC training programs that PBSP conducted in Cebu City and in Manila. The training introduced GSC concepts and practices both to PBSP staff and the potential participating buyer companies. The training materials were developed by PBSP with assistance from the TSSC.

Nestle Philippines Inc. is a beneficiary of GSC technical assistance from the TSSC. In September 2003 Nestle received the Environmental Excellence award for its GSC program during the Asian Environmental Forum on Corporate Social Responsibility held in Bangkok.

*Philippines Environment Partnership Program*

This program, launched in June by the Department of Environment and Natural Resources (DENR), aims to foster a pro-active partnership with industry by promoting self-regulation and accountability. Responding to DENR's request, US-AEP will assist in preparing implementation guidelines, providing information on PEPP to industry and providing technical assistance to develop Environmental Management Plans (with a goal to complete 10 industry sectors by June 2004). The TSSC arranged a series of meetings over the last three months to develop this activity, including several meetings with DENR directors, and Department of Trade and Industry directors involved with PEPP through the UN-funded programs EMPOWER and EPIC. TSSC participated in the Industry Forum on PEPP sponsored by EPIC. The TSSC has also contacted and received support from the Management Association of the Philippines, the Philippines Chamber of Commerce and Industry, and the Pollution Control Association of the Philippines to support the project.

*Philippine Institute of Certified Public Accountants (PICPA) Proposal*

The TSSC presented this proposal to the US-AEP Country Manager for assistance to PICPA in developing a textbook on Environmental Management Accounting for accounting professors in the Philippines. Despite the competency of the proposing organization, the partners and Country Manager determined that the textbook could be sold if demand was sufficient and that, therefore, the project was not a priority for the US-AEP program.

*Global Summit of Women*

The TSSC facilitated the participation of Philippine Business for the Environment Executive Director, Lisa Antonio, to participate as a speaker in this international summit in Marrakech. She spoke about the role of women as environment professionals.

*Development Bank of the Philippines (DBP)*

The TSSC worked with the DBP to identify contacts for their upcoming study tour to the US (funded by DBP) to learn more about US banking strategies that support environmental initiatives. The TSSC drafted an introductory letter on behalf of DBP to facilitate its scheduling objectives. US-AEP sponsored an initial study tour by DBP in 2002 as part of a US-Europe Investment Mission.

*Toxic and Hazardous Waste (THW) Management Certificate Program*

The TSSC facilitated several planning meetings with course conveners at the University of the Philippines, including EPA trainers who came to Manila in August to plan for the Certificate Course on the key elements of THW management. The TSSC also assisted in planning logistics for the first session, including the opening ceremonies to which Agency heads were invited. The first module was completed successfully in September, with a full complement of thirty government personnel from the DENR, Department of National Defense, and five other government agencies participating.

*Chemical Emergency Response*

DENR has requested US-AEP technical assistance to build capacity to respond to chemical emergencies. DENR has a number of responsibilities pertaining to unregulated chemical substances and hazardous and nuclear waste. The TSSC has met with DENR representatives to determine their needs and to coordinate their efforts to develop a chemical emergency response program in cooperation with other government agencies and with industry through Responsible

Care. In addition, the TSSC organized a meeting with EPA experts and DENR to further discuss options for developing a program. Following the next module, focused on emergency response, the TSSC and EPA will facilitate a two-day ‘Action-Plan Workshop’ with DENR and others.

### Thailand

#### *Greening the Supply Chain*

This project is a partnership between US-AEP/Thailand, Thailand Business Council for Sustainable Development (TBCSD), and Thailand Environment Institute (TEI). TEI will implement the project, which will be tracked by the TSSC/Thailand Team. Using GSC expertise from the Philippines, TSSC/Thailand will transfer knowledge and experience to TEI. TEI will develop a methodology for implementation with selected buyers/suppliers in Thailand. After one year this will be revised and then shared with other industry groups in Thailand.

In August the Industry Team in Thailand had a second meeting with the TEI project management (Dr. Pongvipa and Mr. Sudkla) and TEI coordinator (Ms. Sumon). The meeting looked at operation activity, project personal, deliverables, project outcome and output, and budgeting. The Industry Team suggested revisions to the TEI proposal and will continue to work with them to finalize this.

#### *Responsible Care in the Chemical Industry*

The TSSC Regional Team helped organize and coordinate the Vietnamese study trip to learn about Responsible Care in Thailand (see below). A meeting was held with IIE and Bayer Thailand to make arrangements and draw up the agenda for the delegation.

### Vietnam

#### *Responsible Care in the Chemical Industry*

Since the establishment of the TSSC office in Hanoi, the Vietnam Country Manager has requested that the TSSC take the lead role in implementing and managing this initiative. On July 7 – 8 the TSSC participated in the second introductory workshop on Responsible Care held in Ho Chi Minh City and co-hosted by US-AEP, Ministry of Industry (MOI), and Bayer (South East Asia). More than 25 representatives of companies manufacturing, distributing or using chemical products attended. Chris Van Lint, Asia Regional Health and Safety Manager for Bayer presented the history, purpose, benefits, official guiding principles and code of management practices, as well as the basic requirements for establishing Responsible Care in a new country. Following the workshop, a ‘Core Team’ of representatives from the Vietnam Chemical Corporation (Vinachem), MOI, and the Center for Environmental and Chemical Engineering (CECE) of the Chemical Engineering Corporation were organized to lead development of RC in Vietnam.

During August the TSSC assisted with preparation for an exchange (August 11 – 13) to Thailand to learn about the development of Responsible Care there. The trip included discussions with the RC Council of Thailand and various chemical companies participating in Responsible Care, tours of chemical manufacturers, and meetings with government representatives to understand their role in promoting and supporting RC.

Most recently, at the request of the Vietnam Country Manager, Conchita Silva undertook a 4-day technical mission to Hanoi (September 22 – 26) to meet with TSSC/Vietnam, Bayer, officials from the Ministry of Industry, and Vinachem. She worked with the RC Core Team on

developing short and long-term action plans; reviewing the requirements and preparations necessary for making an application to the International Chemical Association for official recognition of RC in Vietnam; assistance with plans for opening an RC office in Hanoi; assistance with recruiting companies to participate in RC; developing educational and promotional materials; and planning additional RC workshops and seminars. A presentation was made by the TSSC to the Ministry of Industry regarding the outcome of Ms. Silva's visit, including recommendations for both the short and long-term, and MOI expressed its continued support for RC in Vietnam. A follow-up visit is planned for the first quarter of FY04.

### *Expanding Partnerships for Responsible Care*

In addition to meetings with MOI, Vinachem, and CECE, Ms. Silva met with David Champion, Bayer Vietnam Representative, and spoke with Emma Pethybridge, Environmental Manager with Swisscontact in Ho Chi Minh City. Ms. Pethybridge has agreed to participate in the RC initiative by utilizing an existing Swisscontact project with the plastics sector to promote and coordinate recruitment of plastic companies into the RC program. This was an ideal opportunity, since the RC Core Team the same week had requested assistance with expanding the Core Team to include representatives of the plastics and petrochemical sectors. Ms. Pethybridge has already provided a profile of the plastics sector, and plans to participate in RC activities, which is concentrated in the wider Ho Chi Minh City industrial area.

### *Toxic and Hazardous Wastes Management*

During the week of July 28 – August 1 the TSSC supported a team of four from the USEPA (Carolyn Barkley, Jay Silvernale, Tien Nguyen, and Ken Herstowskito) to provide a 5-day Toxic Hazardous Waste Management (HAZMAT) training workshop in Hanoi co-organized by US-AEP, USEPA and MOI. Representatives from more than 25 organizations and companies that deal with hazardous or toxic waste attended, including the Vietnam Environmental Protection Agency and the Department of Science and Technology of the Ministry of Industry. The workshop was the second training, following a similar workshop held in Ho Chi Minh City earlier in the year. The TSSC Team assisted with facilitation, interpretation, translation, and arranged for a site visit to the Nam Son landfill 50 kilometers outside Hanoi, and arranged a meeting with the Urban Environmental Company Director to discuss the industrial hazardous wastewater treatment facilities in Hanoi. The TSSC Team is also providing some assistance with preparation of an upcoming toxic and hazardous waste (THW) exchange (late October 2003) to the United States. The activity aims to support the Vietnam Environmental Protection Agency's THW management program and promote private investments in THW management facilities.

## **Improved Corporate Environmental Reporting**

### Regional

#### *Global Reporting Initiative (GRI) Regional Project Planning*

The Country Managers of the Philippines and Thailand decided not to participate in the regional workplan GRI project at this time, so work continued with India. Keri Luly traveled to New Delhi where she met with Kris Easter and K. Balakrishnan to discuss ideas for potential support for Development Alternatives' (DA) goal to become a center for Corporate Social Responsibility in India, met with DA on workshop and future planning, and conducted a GRI project planning workshop with DA, several Indian businesses and some NGOs.



Kris Easter considers DA to be the most qualified Indian NGO to work with GRI and become the leading center on Corporate Social Responsibility (CSR) in India. Kris expressed interest in the TSSC's assistance in finding other potential funding sources to assist DA in reaching its goals. US-AEP alone cannot assist DA in reaching sustainability of services.

#### *Work with Multiplier Organizations*

Philippine Business for Social Progress and the Environmental Research Institute of Chulalongkorn University (Thailand) were notified that the Country Managers had decided against continuing the regional GRI project, so their grants would not be issued.

Development Alternatives was advised to prepare its TSSC grant proposal. This was reviewed by the TSSC and the India Country Manager and the revised version was submitted for CTO review and approval.

While in India, Keri Luly met with Dr. Vijaya Lakshmi (Coordinator of DA's Center for Sustainability Management in Business program and Director of Environmental Systems Branch of DA), Dr. Aditi Haldar (DA's representative to the GRI Advisory Council), and Dhiraj Manhas (who was part of the group sent to the GRI conference in Kuala Lumpur by US-AEP).

A meeting of companies, NGOs, DA and US-AEP to plan the GRI workshops was held on July 23. The meeting looked in depth at several issues relating to the social, economic and political aspects of reporting. Keri Luly led a session to design a workshop on helping companies start the process of GRI reporting. Very positive feedback was received from participants.

### **Improved Industrial Energy Management**

#### India

##### *Energy Wise India (EWI)*

Although EWI is a separate US-AEP program, the Technical Team has been involved in its support. The technical input for this period focused on three sectors: pulp and paper, chrome production and metal working in an industrial cluster. A synopsis of activity in each sector is given below.

**Pulp and Paper:** For this project, EWI is focusing on mills producing kraft paper, one of the most common mill products in India, produced at over 150 mills throughout the country. EWI will undertake a deep energy audit, or flagship assessment, at a paper mill, that will help develop the standard models and protocols for undertaking energy audits and establishing baselines at these types of facilities. TSSC staff visited several paper mills in India and assisted in the selection of a facility for the flagship assessment.

**Chrome Production:** The Team was involved in the assessment of a potential flue gas energy recovery project at a smelting facility owned by Indian Charge Chrome Ltd. (ICCL) of Orissa. ICCL is India's largest producer and exporter of ferro-chrome, a material used in the production of stainless steel. One of the by-products of the furnace smelting process is a flue gas that is rich in carbon monoxide (CO). The flue gas is presently burned in a flare to avoid dangerous emissions. Rather than waste that heat, the project under consideration proposes to capture the energy contained in the flue gas by burning it in a boiler to produce around 21 tons of steam per

hour, sufficient to generate 5 MW of electricity. This will then be combined with excess steam from the existing boilers to allow the installation of a new 12 megawatt turbo-generator.

Before the trip, the Team conducted research on industry best practices and technologies, and interviewed experts from various organizations including The American Iron and Steel Industries Association, US DOE Office of Industrial Technologies, and the World Alliance for Distributed Energy.

During a tour of the facility, the Team identified several other energy saving opportunities that might be addressed during a major plant upheaval. One of the most promising is the potential for fitting adjustable speed drives (ASDs) to several of the large motors that presently power certain pumps and fans. The Team is currently researching equipment and construction costs to determine the economic feasibility.

**Metal Working in an Industrial Cluster:** Industrial clusters provide an excellent venue for reaching hundreds of companies through a single program. The Peenya Industrial Cluster is one of the largest in Asia, accommodating over 2000 small, 400 medium, and 100 large businesses. Working closely with the Peenya Action Task Force, EWI is identifying and sharing the energy conservation opportunities relevant to companies within the cluster. An important component of this project is developing simple, standardized protocols for undertaking audits, collecting data, and establishing baselines so that companies and ESCOs can easily identify no- and low-cost energy conservation opportunities. The TSSC Team worked with a local Energy Service Company (ESCO) to perform energy audits at three Peenya facilities, and to develop a standardized energy assessment methodology.

## **Other Industry Activities**

### Vietnam

At the request of Country Manager Nathan Sage, the TSSC Country Program Coordinator for Vietnam, Stanford Smith, participated in the 'Kitakyushu Initiative for a Clean Environment: 4th Thematic Seminar on Industrial Relocation' held in Ho Chi Minh City August 25 – 26 and sponsored by the Ho Chi Minh City People's Committee and the United Nations Economic and Social Commission for Asia and the Pacific.

## **Policy, Trade and International Cooperation Sector**

### Reprogramming ESF Funding, ASEAN Cooperation Plan (ACP)

Implementation of the first group of activities approved under the ACP continued during this quarter. Documents were prepared to support the reprogramming of ESF funding, now approved, for the second group of activities. MOUs were drawn up to obligate funds with other agencies for various projects.

## Technology Cooperation Sector

Technology Cooperation Sector meetings were held to discuss potential and ongoing technology cooperation in the following areas:

### India

- Wastewater treatment technology for Southern Indian municipalities with either ZENON or US-Filter.
- Appropriate technology for a project to clean up a lake in India, Eastern Region.
- Energy recovery from the pulp and paper industries with a contact made via the Maryland Energy Administration.
- Possible scoping mission by USAID's Office of Information Technology and Technology Transfer to address municipal wastewater technology needs.
- Sought participation by US firms for the upcoming Climate Change Technology Bazaar in Delhi in November.

### Regional

- Production of potable water and energy from the sea in Sri Lanka, India and Indonesia with Sea Solar Power International.
- Various projects with the Abell Foundation of Maryland.
- Inspection and Certification of vehicles in India, Sri Lanka and the Philippines.
- Emissions control technology with Environmental Systems.

## Partnership Development and Support

### *Support to Department of State's Bureau of Oceans, Environment and Science (OES)*

Work continued with the OES on the Indo-US Science and Technology Forum held in Delhi, in particular support to US-AEP/India's hydrogen pilot activity. The project was further discussed with the Indian delegates to the Forum. They are very interested in collaborating. Support was also given to USAID ANE staff for a hydrogen scoping trip.

Information on hydropower was provided to the US-India Global Issues Forum.

### *South Asian Environmental Hub*

The TSSC discussed US-AEP collaboration and possible leverage of resources in the areas of hydrogen pilot for three wheelers, arsenic removal, and water restoration.

### *Council of State Governments (CSG) Proposal Review Board*

The TSSC prepared evaluations of the third quarter CSG IRG grant proposals and participated in grant evaluation process.

### *WEFTEC*

The TSSC encouraged support for this event and developed contacts with technology providers.

### *Black Smith Institute*

The TSSC supported the development of the Black Smith Institute's proposal (now approved) to work on toxic waste issues in India.

### *Other*

Meetings were also held with the following potential partners to discuss potential and ongoing collaboration:

- World Wildlife Fund (WWF)
- Asian Development Bank (ADB)
- Sierra Club (civil society activities)
- US Environmental Protection Agency (EPA)
- Washington Rotary's International Committee
- US Trade and Development Agency (clean energy projects in India, Sri Lanka and the Philippines)
- Ford Foundation

## **Technical Field Requests**

The TSSC responded to requests from the field for information on the following topics:

### India

- Small scale plastic recycling
- Membrane separation technology for the sugar refining industry
- Drilling services for geothermal energy

### Indonesia

- Effects of running diesel engines that complied with Euro II standards on high-sulfur fuel that did not meet the Euro II specification

### Philippines

- Rice husk disposal techniques in Asia

### Sri Lanka

- Water quality, air quality and noise measuring equipment for the Citizen-led Environmental Awareness Network in Sri Lanka
- Vehicle emission testing facilities
- Small wind turbines
- Waste reduction techniques in emulsion polymerisation process

### Vietnam

- motor oil recycling
- battery disposal/recycling

## **Other Activities**

The Technical Team is actively assisting and supporting in the preparation of the US-AEP FY04 workplans in India, Vietnam, Thailand and the Philippines. In several countries this has included providing initial drafts of individual sections and providing technical input.

In India, the TSSC provided overall support to US-AEP/Western Region for a period of two weeks to assist in preparation for MAPES and WEFTEC and in preparing TSSC and STTA grant applications.

Elaine Blatt visited Hanoi from August 4 – 7 and held meetings with representatives of the Ministry of Industry and UNEP's Cleaner Production Centre to discuss ways that US-AEP could work with these organizations in future.

In preparation for FY04 activities in Vietnam, Lori Hatton's September visit also included discussions with the Institute of Industrial Policy and Strategy under MOI regarding requested STTA for improving the draft Vietnam 'National Action Plan on Environmental Protection and Sustainable Development of Industry to 2010', as well as two similar sector actions plans for the textile and chemical sectors. MOI has also requested assistance with implementation of these plans once they are finalized and approved, and the TSSC has started the process of identifying appropriate experts.

Three TSSC staff based in Thailand attended the Asian Forum on Corporate Social Responsibility Conference and Expo held in Bangkok from September 18 – 20.

In the Philippines, the Persistent Organic Pollutants Inventory is currently underway with Philippines sub-contractors. The TSSC continues to assist DENR as requested on technical questions. The TSSC attended Multi-Stakeholders' Inception Workshop regarding sub-contractors' activities in support of POPs inventory.

The TSSC continued working on two fact sheets targeted towards fuel quality and vehicle retrofit devices. The Team incorporated feedback from the field and from peers attending the AWMA conference in June.

## **THE OPERATIONS TEAM**

### **Communications**

#### **Development and Production of Information Materials on the US-AEP Program**

Based on a preliminary meeting with the TSSC's CTO, the Communications Team developed a presentation to introduce the FY04 proposed Communications Strategy at the TSSC Regional Meeting in Bangkok in late September. Several actionable items were identified for follow-up in discussions at the TSSC Regional Meeting:

- Country Program Coordinators will be polled to determine communications channels and mediums (hard copy or electronic) to better reach target audiences, especially currently

under-served groups. A more inclusive distribution strategy to accommodate these needs will then be advanced and included in the overall Communications Strategy, which will contain elements of support for US-AEP from programmatic, regional and country-specific perspectives.

- US-AEP presentation slides will be designed to create communications consistency. These will be approved by, and then made available to, the Country Managers and TSSC personnel.
- Interest was expressed in developing a TSSC Monthly Newsletter (in electronic format) – which would include ‘US-AEP Hot Topics’, a bulleted section of TSSC activity updates from the monthly reports, upcoming events/conferences and other notable programmatic activities, and new US-AEP produced reports or publications.

At the request of the TSSC’s CTO, the Team prepared a one page briefer describing US-AEP to a general audience. In addition, the Team purchased map graphics for the US-AEP region for use in future communications materials, including brochures, the US-AEP website, and exhibit materials. The Team sent letterhead templates, including logos, to the Vietnam Country Program Coordinator for use in the new TSSC office in Vietnam. Per her request, the Team sent US-AEP and USAID logos to the Indonesian Country Manager, for use on a partner’s website. Assistance was also provided to the Operations Team in designing an illustrative graphic to support a presentation.

### **Production of the US-AEP Newsletter (THE UPDATE)**

The Communications Team developed and distributed the third and fourth issues of the UPDATE. In addition, the Team refined a new design for an electronic version of the newsletter. Discussions were initiated with the TSSC Chief of Party to determine the most effective way to evaluate this proposed change in strategy. A sample of the new format was presented to the TSSC at the Regional Meeting in September.

A revised one-page editorial guidelines document was developed to increase buy-in from the other TSSC offices in terms of generating and composing stories. Based on feedback from the TSSC Regional Meeting, it was agreed that the UPDATE should also tell US-AEP’s regional story. An effort will be made to include a regional story in each issue. The Team also prepared a document outlining guidelines for taking effective photographs. This will be distributed to all TSSC staff as well as the Country Managers in an effort to begin collecting pictures that tell the US-AEP story in a compelling way.

The Communications Team began work on two stories for placement in both USAID’s *FrontLines* newsletter and the UPDATE, per the requests of the Thailand, India and Indonesia Country Managers. The Team conducted the necessary research and made contact with both the *FrontLines* editors and USAID’s ANE Outreach Coordinator to determine submission guidelines and deadlines for the publication.

The Thailand story was drafted and submitted to the Country Manager, who passed it along to the USAID Bangkok Regional Mission Director, who vetted it for additional feedback. The Team also received tentative support from the Operations Team and the Vietnam Country

Program Coordinator with regard to writing a story about the recent Vietnamese delegation's visit to Thailand.

### **Maintenance of the US-AEP Website**

The Team designed a project tracking system to ensure coordination of projects between the TSSC Communications offices in Washington, DC and Bangkok. Work was also begun on a draft version of a project development document for implementing a contact database management system. This document will be used to help the Operations Team develop a database with functionalities compatible with the objectives of the Team's proposed communications strategy.

In addition, the Communications Team initiated discussions with the Operations Team and the Sri Lanka Country Manager to design an internet-based 'virtual briefcase', which provides remote access to important documents and resources.

The Team continued to update the website as necessary. Changes during this reporting period included an announcement of the Council of State Governments' State Environmental Initiative grants. At the request of the Alliance to Save Energy (ASE), the Team added links to the ASE website and ASE Watery website pages to the Urban, Energy, Philippines, India and Sri Lanka pages of the US-AEP website.

### **Utilization of Public Communications Media (Public Relations) to Promote US-AEP**

Upon request from the Vietnam Country Manager, the Team prepared a press release to publicize the attendance of several high-profile Vietnamese government officials at the recent Mayors' Asia-Pacific Environmental Summit (MAPES) in Hawaii. The release was picked up by two news agencies: *VnExpress* (the largest newspaper in Vietnam with over 900,000 readers worldwide) and the Broadcasting Program of Natural Resources and Environment of the Voice of Vietnam (national coverage 87%).

A press release for MAPES was also prepared upon request from the Philippines Country Manager. It was submitted and will be finalized pending feedback/approval from the Country Manager.

The Communications Team has begun to develop concrete suggestions for the Team's involvement in public outreach activities appearing in the FY04 workplans for Vietnam and the Philippines.

In addition, the Team met with a counterpart at the Academy for Educational Development and obtained a media contact list for environmental journalists in Indonesia. The Team also obtained a media contact list for environmental journalists in India. At the request of the TSSC's CTO, the Team researched the possibility of placing an article about US-AEP in a new environmental journal, *Asia R&D Monthly*. After interviewing the editor, the Team recommended holding off on submitting an article, since the audience of the publication could not be determined.

### **Identification and Support of Key Public Events for US-AEP Outreach**

The Communications Team worked closely with the Urban Regional Advisor to develop a tabletop sized display for exhibition at MAPES. The display featured the new US-AEP strategic objective, a new regional map highlighting the six US-AEP countries, and a brief success story and accompanying graphics for each country. The content and pictures were cleared through the appropriate channels both in Washington and in the field. The Team was able to source the printing out of Bangkok. Although extra care must be taken to ensure quality control, printing charges are much less expensive than in the United States.

In addition, the Team sent a US-AEP banner, program brochures, recent issues of the UPDATE, and vinyl folders stamped with US-AEP insignia for use on the display table.

### **Production of US-AEP Program Brochure (with Country Inserts)**

The Communications Team will begin initial planning and consultations to develop a general US-AEP program brochure and country inserts. It was decided to look into producing limited local language publications. One-page program summaries for each country will also be developed.

## **Partner and Field Support**

### **Staffing Issues**

As of October 1, Keri Luly will no longer be a full-time staff person in the Bangkok TSSC Office. She will, however, complete responsibilities for Global Reporting Initiative activities in India under a STTA contract.

The TSSC is moving ahead with plans to hire a full-time staff person in Jakarta to support the work of Country Manager Suzanne Billharz. Elaine Blatt has been in communication with Suzanne regarding the Scope of Work for the position. Efforts to fill the position have been complicated by travel restrictions to Indonesia, but the TSSC expects to complete the hiring process before the end of the calendar year.

The TSSC is also moving forward with plans to hire a full-time staff person to support Ananda Mallawatantri in Sri Lanka. Elaine Blatt has been discussing the Scope of Work for the position with Ananda and the TSSC expects to move forward with the hiring process in October.

The TSSC is continuing the process of identifying a hazardous and toxics specialist to add to its staff in Manila. Plans to identify a replacement for Jill Lucas as Country Program Coordinator have been delayed.

Lucy Howen and Mark Mason had previously accepted employment and started work this quarter as Desk Officers for the US-AEP TSSC Regional Support Team located in Bangkok. Both positions will be providing support directly to the TSSC Country Program Coordinators. During this quarter both staff members have been trained extensively in the area of grants and STTA processing, US-AEP reporting requirements and procedures and have begun to backstop some of the technical activities supported by the TSSC field personnel.

Wesley Schwalje joined the Bangkok office from DC as the Public Relations Associate.



## **Offices**

The new Vietnam TSSC office was opened on July 1. The office is staffed by a Country Program Coordinator, an Office Manager and a full time local consultant focusing on clean air and related environmental urban activities. Close communication has been developed with the US-AEP/USAID Team, with periodic meetings, joint planning of US-AEP activities and a significantly increased capacity to implement and support the Vietnam US-AEP program.

In the Philippines, TSSC considered options for relocating to more economical office space.

## **US-AEP/USAID Semi-Annual Meeting in Washington DC**

The US-AEP semi-annual meeting was held at TSSC facilities in Washington, DC from June 30 – July 2, 2003. TSSC helped organize and facilitate the event, including assisting with the meeting agenda, arranging hotel logistics, conference room planning, one-on-one meeting planning, and meal arrangement. The meeting was an opportunity for 45+ representatives from US-AEP, USAID Missions, and relevant contractor organizations to discuss the US-AEP program.

## **TSSC Regional Meeting**

TSSC held a regional meeting of its staff in Bangkok on September 29 – 30 and continuing on October 1. In attendance were all TSSC Bangkok staff; Stanford Smith, Jill Lucas, and Harinakshi Desai, Country Program Coordinators for Vietnam, Philippines, and India, respectively; and Lori Hatton and Maria Gilpin from the TSSC office in Washington, DC. Julie Haines, LBG Senior Vice President, was also in attendance.

The purpose of the meeting was to discuss standard operating procedures for the TSSC (both internal and those mandated by USAID), introduce new staff to all facets of TSSC operations, provide opportunities for TSSC staff located in different offices to get to know each other, and engage in strategic planning to improve services provided to US-AEP staff in Washington, the Regional Office in Bangkok, and in the various countries.

## **Results Monitoring and Reporting**

As reported in last quarter's report, there has been a lull in results reporting activity. Activity that occurred in the last quarter mainly centered on the development and limited testing of a quarterly implementation reporting system and the revision of US-AEP's results framework and performance indicators. The next quarter anticipated activity will surround data collection for the FY03 report that will be submitted at the end of the year. The FY03 Results Report will be based on the previous results framework rather than the newly proposed framework.

## **THE INTERNAL SUPPORT TEAM**

### **Finance and Administration**

#### **Grants and Short-term Technical Assistance Management**

During the reporting period, the Team has been working on the following grants and short-term technical assistance:

Grant: Federation of Societies for Environmental Protection (FOSEP), India. A \$6,936 grant for formation of a community based Eco Watch Group (EWG) in Darjeeling. Once formed, EWG will act as the forum for environmentally-conscious citizens of the city, will engage the local administration in a constructive cooperation for environment improvement projects, and will act as the platform for coordination, networking and sharing success stories. The Grant Period is from July 21, 2003 to January 20, 2004.

Grant: City Managers' Association Gujarat (CMAG), India. A \$4,951 grant to conduct workshops to provide training in modernizing solid waste management practices in municipal bodies in five different states. The Grant Period will be from July 21, 2003 to September 30, 2003.

Grant: Sustainable Systems, Inc. A \$7,500 grants to provide technical assistance in support of US-AEP's Eco Industrial Development Activities in Vietnam. This grant is a re-allocation of funds from an earlier RRP International grant.

Grant: All India Institute of Local Self Government (AIILSG). A \$6,000 grant to develop a Model Municipal Landfill Site in Nagpur, India. The urban local bodies would be provided hands on training on development of landfill right from the planning to the construction to the operation and maintenance of the landfill.

Grant: Yayasan Pendidikan dan Laithan Tirta Dharma (YPTD), Indonesia. A \$24,994 grant to provide a two-person team of training management and curriculum experts. These experts will prepare and implement a training quality control system over the course of ten and a half months for Yayasan Pendidikan Tirta Dharma (YPTD) training centers in Jakarta, Magelang, Medan, and Makassar. The Grant Period will be from November 15, 2003 to September 30, 2004.

STTA for Deepak Zade to provide short term technical assistance to US-AEP India in support of their Eco-Housing Program. This STTA will be conducted from October 1, 2003 to February 29, 2004.

STTA for Chris Greacen, Chuenchom Sangarasri Greacen, and Richard Plevin to provide support to US-AEP Thailand in support of Thai Net Metering Project. Over a period of six months, the three person project team will undertake five activities: (1) convening meetings to resolve key technical and contractual interconnection issues; (2) working with pig farmers (particularly important early adopters of net metering) to lower barriers to biogas system interconnection; (3) website development; (4) publishing information about net metering in an industry journal and newspapers; and (5) developing a sustainability plan.

STTA for Ekbordin Winijkul to provide support to US-AEP Thailand for developing Diesel Pollution Reduction Strategies for Bangkok. The short term technical assistance will be provided by Ekbordin Winijkul over the period of one year.

### Invoices & Budgeting

The Finance and Administration Team has submitted 21 invoices to USAID. The Team is currently completing Invoice # 22 (September 2003). Invoices include reimbursements of FY02 grantees; staff travels expenses, labor, and other project expenses.

**Financial:** Note: The percentage shown in the table is the percentage of budget spent as of August 31, 2003.

Line Item No.	Description	A. Percent of Budget Spent
01	Est. Cost for Professional Services in accordance with Section C and all other terms of the Contract	37.98%
02	Fringe Benefits	49.11%
03	Other Direct Costs * (Note: Includes all handling fees. Additional ODCs found in subcontract budgets)	57.86%
04	Travel Costs for Pro Bono Services in accordance with Section C.3.b, Creating and Strengthening Partnerships NTE	0.00%
05	Grant Program in accordance with Section C.3.e Grant Program NTE	30.50%
06	Indirects	38.60%
07	Subcontracts	26.27%
08	Fixed Fee	37.85%
<b>Total Est. Cost Plus Fixed Fee</b>		<b>36.09%</b>

NOTE: The percent expended is for the three year period of the contract effective September 27, 2001 and does not contain the option years.

### Estimated Utilization of Contractor's Level of Effort

The total LOE utilization under this contract as of August 31, 2003 is 92,524 hours.